STA GOARD FORM NO. 64

CONFIDENTIAL

Approved For Release 200 1/11/01 : CIA-RDP78-04836A000100040097-1

Office Memorandum · UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 September 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 33, 20 September - 28 September 1960

25X1A9A 25X1A9A 25X1A9A 1. New Instructor Assigned to Clerical Training: Miss Cheryl who recently entered on duty in the Agency, has been assigned to the Clerical Training Faculty. Miss will fill the vacancy created by Mrs. request to rotate to the DDP.

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- 2. Clerical Induction Training Resumes Two English Classes:
 On 11 July 1960 Mr. a member of the Clerical Induction
 Training Staff, combined the English Grammar class with the Punctuation and Capitalization class taught on that program. This step was taken in an effort to evaluate the feasibility of teaching this subject matter in one training period. After 11 weeks of evaluation, during which time the class was audited by each of the Clerical Training instructors, a meeting was held and it was decided that the combined class would be dropped. Consequently, on 26 September 1960 the separate class offerings were resumed.
- 3. Acting Chief of Clerical Training: Mrs. will 25X1A9A serve as Acting Chief of Clerical Training during Mrs. abse25X1A9A from 29 September to 14 October 1960.

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 Shorthand class in Clerical Induction Training during the week of
 19 September 1960. Attendance at this class completed her planned
 auditing of Clerical Induction Training class offerings. Since she
 has audited all of the Clerical Orientation and the Clerical Induction
 Training programs, it is her plan to begin the auditing of Clerical
 Refresher classes on 17 October 1960. She will possibly begin with
 the English Usage class on that 4-week program.
- 5. Number in Clerical Orientation Training: During the week of 19 September 23 September 1960, there were 14 trainees in Clerical Orientation Training.
- 6. Number in Clerical Induction Training: During the week of 19 September 23 September 1960, there were 46 trainees in Clerical Induction Training; of these, 20 entered classes for the first time.

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7. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 19 September - 23 September 1960 were as follows:

	Tested	Passed
Typewriting	19	7
Shorthand	12	2

(b) The results of the tests administered to clerical applicants for the week 19 September - 23 September 1960 were as follows:

	Tested	Passed	
Typewriting	18	2	25X1A9a
Shorthand	7	2	

